

## **Community Service Experience What It's All About**

Candidates in **early grades, middle grades, and special education/dual majors** are required to complete a community service experience. For undergraduate candidates this is one of the requirements for Teacher Candidacy. **Please make certain that your clearances are up to date and complete.**

The Community Service Experience requires that you complete a minimum of **20 hours of pre-approved, unpaid service** (not at your workplace) during the time that you are in your professional education program. This service must be provided to **non-profit agencies/organizations** serving children, youth, and adults, including those with disabilities. If you choose to serve at two agencies/organizations, you must complete a minimum of 10 hours at each organization/agency.

The nature of **your service must provide a direct, concrete benefit to the population/s** that an agency serves. Thus, for example, tutoring students would be qualifying service, but participating in a fundraising event may not. The 20 hours of your community service requirement may *not* also be used to fulfill any requirement of a credit-bearing course. Please remember that some of the volunteer opportunities require a serious commitment of time, energy, and emotion. Always determine first that you can meet the organization's expectations.

**A Certificate of Early Completion** is awarded to early grades, middle grades, and special education dual first year students (first time enrolled in college not counting dual high school enrollment or summer college courses) completing the Community Service Experience requirement in the first year (fall, spring, summer or spring, summer, fall) of enrollment at WCU and transfer students completing the Community Service Experience requirement in the first regular semester (fall or spring).

Early completion allows students to have a well-planned, meaningful service experience and enjoy purposeful engagement with the organization. Support is available through the Office of Candidate Services to explore and discuss service opportunities that the student will value and find of interest.

A select group of students holding a Certificate of Early Completion will be chosen by the Community Service Advisory Committee to be recognized for their early exemplary service. Recognition of early exemplary service includes:

- The opportunity to become a Community Service Ambassador. Community Service Ambassadors will sharpen and expand their mentoring and leadership skills while sharing the rewards of service with their peers.

Responsibilities include:

- Participation at a local Edcamp conference.
- Speaking to classes or at Teacher Candidacy Information Sessions about the Community Service Experience.
- Networking with seasoned teacher education professionals from the area.
- Hosting panel conversations with faculty and local professionals on current teacher education topics.

**A Community Service Experience Award** is presented on Teacher Education Day held during the spring semester. Nominations will be made from the Certificate of Early Completion awardees. This is a monetary award. The recipient is selected by the Community Service Advisory Committee on the basis of exemplary service.

## Steps in Meeting the Community Service Experience:

1. Plan your community service experience. The Office of Candidate Services, Wayne Hall, Suite 107, 125 W. Rosedale Avenue, will help you identify and locate appropriate service opportunities (if needed). Community Service Experience hours cannot be completed at your workplace.
2. Complete the Community Service Experience Pre-Approval form. Make an appointment for review and approval with the Office of Candidate Services **prior to beginning your service hours** (see last page for contact information).
3. Create a Community Service Experience application in Tk20 at [wcupa.Tk20.com](http://wcupa.Tk20.com) and complete your Pre-Approval form. Tk20 is software that is used in your Education classes. Instructions for Tk20 can be found at:  
**Education Major:** [https://www.wcupa.edu/education-socialWork/documents/TK20\\_CommunityServiceExperience\\_CSE\\_StudentGuide.pdf](https://www.wcupa.edu/education-socialWork/documents/TK20_CommunityServiceExperience_CSE_StudentGuide.pdf)  
**Non-Education Major:** [https://www.wcupa.edu/education-socialWork/documents/TK20\\_CSE\\_NonEducation\\_StudentGuide.pdf](https://www.wcupa.edu/education-socialWork/documents/TK20_CSE_NonEducation_StudentGuide.pdf)
4. Read the prompts found at the Community Service Experience website: <https://www.wcupa.edu/education-socialWork/communityService/forms.aspx> before you begin your Community Service Experience. These prompts guide the reflective statement that you will write at the conclusion of your pre-approved service.
5. After completing your hours, secure all signatures on the verification form, and write the *Reflective Statement* (2 ½ to 5 pages). *(If your service was provided to more than one agency, please use a separate form for each. Your reflective statement should address only one organization; it is your choice.)* Upload these together into your Tk20 account **within 60 days of the completion of the required 20 hours**. (Your reflective statement will be evaluated using the rubric found at <https://www.wcupa.edu/education-socialWork/communityService/forms.aspx>. If your completed form and reflective statement are approved, you will be informed by email of your successful completion of the requirement. If they are not approved, you will be advised on how to address any deficiencies that are found.)
6. Once successfully processed, your MyWCU account will reflect the “Community Service Experience” milestone when ready to submit your application for Teacher Candidacy.

## Ethical/Behavior Statement for the Community Service Experience:

- Interaction with the site-based professional (promotes a professional and effective relationship with the organization/agency representative; willing to accept written or verbal constructive feedback from the organization/agency representative).
- Interaction with other building staff (maintains a professional relationship; shows respect; values the positions of and is courteous to administrators and other building staff).
- Personal appearance, mannerisms, and values (appropriately dressed and groomed according to the culture of the organization; conducts him/herself professionally in speech through appropriate verbal and non-verbal communication patterns, in personal habits, and in mannerisms; exhibits fair, consistent, and equitable treatment of all; respects civil rights and confidentiality of all; maintains confidentiality of organization matters and child-specific information; demonstrates civility and respect for diversity; sees the worth and dignity of all; works effectively with organization staff in collaborative ways).
- Adherence to organization/agency policies (adheres to building and staff policies and procedures; punctual; observes schedules, regulations, and expectations of the university-organization relationship).
- Attendance and responsibility (reliable, regular in attendance and time on-site according to the standards set by the organization; fulfills community service obligations; notifies appropriate persons if absent; carries through on assigned responsibilities; shows good professional judgment).
- Level of preparedness (shows evidence of being well-prepared for community service duties academically and attitudinally; shows willingness to approach tasks in an organized and skillful manner; demonstrates enthusiasm for community service; uses time effectively; is able to adapt to changing situations).

# Community Service Experience Pre-Approval Form

Candidate's Name \_\_\_\_\_ Phone \_\_\_\_\_

WCU ID # \_\_\_\_\_ WCUPA Email \_\_\_\_\_ Major/Dual Majors \_\_\_\_\_

## Plan for Community Service

Name of the organization/agency, address, city, state, zip code that you will serve:

Name	Address	City	State	Zip
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Type of work you will do:

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Dates (approximate ending date is sufficient) when you will be doing your service *and* total number of hours:

Dates	(CONFIRMED start date to approximate end date)	Total Hours
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*(If you will provide service to a **second** organization/agency, provide information below on that plan).*

Name of the organization/agency, address, city, state, zip code that you will serve:

Name	Address	City	State	Zip
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Type of work you will do:

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Dates (approximate is sufficient) when you will be doing your service *and* total number of hours:

Dates	(CONFIRMED start date to approximate end date)	Total Hours
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\*\*\*\*\*  
**REFLECTIVE STATEMENT DEADLINE:**  
*Within 60 days of completing service hours*  
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### Signatures

Signature of Teacher Candidate: \_\_\_\_\_ Date \_\_\_\_\_  
(student's signature)

Office of Candidate Services: \_\_\_\_\_ Date \_\_\_\_\_  Clearances on file

## Community Service Experience Time Sheet WCU College of Education

**PLEASE PRINT:**  
 Student Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
*Minimum number of hours: 20 hours or if split placement, 10 hours minimum with each organization*  
 Non-profit organization: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Phone number: \_\_\_\_\_

Date	Description of activity	Time begin	Time End	Total hours

**Total hours completed:** \_\_\_\_\_

# Community Service Experience Verification Form

Submit your completed Verification Form with your reflective statement and Time Sheet (if completed) into Tk20. Directions and prompts for the reflective statement can be found at: <https://www.wcupa.edu/education-social/Work/communityService/forms.aspx>

(If your service was provided to more than one agency, please use a separate form for each. Your reflective statement should address only one organization; it is your choice.)

Candidate's Name \_\_\_\_\_ Phone \_\_\_\_\_

WCU ID # \_\_\_\_\_ WCUPA Email \_\_\_\_\_ Major/s \_\_\_\_\_

I completed \_\_\_\_\_ hours of service between the dates of \_\_\_\_\_ and \_\_\_\_\_

for (name of organization)  
\_\_\_\_\_

Address, City, State, Zip Code (organization)  
\_\_\_\_\_

My service work involved (describe very briefly the nature of your service work)  
\_\_\_\_\_  
\_\_\_\_\_

I attest that I have given an accurate account of my service to this organization.

\_\_\_\_\_  
Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

↓↓ **WCU Student: Do not complete anything below the dotted line directly after this sentence.** ↓↓

## Organization Verification

\_\_\_\_\_  
Name of Organization Official \_\_\_\_\_ Title/Position of Organization Official \_\_\_\_\_

\_\_\_\_\_  
Number of volunteer hours \_\_\_\_\_  yes  no Service was unpaid  yes  no Service was satisfactory

This statement is an accurate description of the type of service and time this West Chester University student provided our organization.

\_\_\_\_\_  
Signature of Official \_\_\_\_\_ Date \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Verified by Candidate Services

## University Verification

The student has successfully completed the required service and reflective statement:

\_\_\_\_\_  
Office of Candidate Services \_\_\_\_\_ Date \_\_\_\_\_

## Reflective Statement Prompts

Your reflective statement expresses your understanding of the organization you served and how you used your service to enhance your professional development. It should be between two and one-half (2 ½) and five (5) double-spaced typed pages with one (1) inch margins and twelve (12) point font. If you use the section headings, your written responses must equal the minimum of 2 ½ pages, not including the headings. If your community service was split between two agencies/organizations, write about only ONE experience. The reflective statement must be submitted for university verification within **60 days of the completion of the required 20 hours**.

### **Sections of the Reflective Statement**

#### Introduction

Begin your statement with an introductory paragraph that includes your name, major/s, organization/agency for which you provided service, and the nature of your service work.

#### Section 1, The Organization

- A. Describe one way that this organization serves a community need/s.
- B. Give an example of a local, national, or global partner that has worked with the organization and positively impacted their ability to serve and meet the needs of the community.

*Mission, Vision, & Conceptual Framework:*

*Methods of Delivery: Applied Practice, Local and Global Partnerships, Service*

*Outcomes: Social Justice Advocates*

#### Section 2, Showing Initiative

- A. Describe one way that you took initiative to advance new concepts, engage in problem solving, or implement innovative practice/s during your community service.

*Mission, Vision, & Conceptual Framework:*

*Methods of Delivery: Applied Practice, Leadership, Local and Global Partnerships, Service*

*Outcomes: Reflective and Skilled Practitioners*

#### Section 3, Professional Growth and Lifelong Learning

- A. Describe one way that your community service contributed to your **professional growth** as a future teacher. In responding to this prompt, please refer to the Mission, Vision, & Conceptual Framework, by addressing any elements (minimum of three) relevant to your experience.
- B1. Based on this community service and other experiences you have had, what is a factor that you will keep in mind when planning **your future community service/involvement/leadership**?
- B2. Based on this community service and other experiences you have had, what is a factor that you will keep in mind when including community service participation in **your future classroom**?

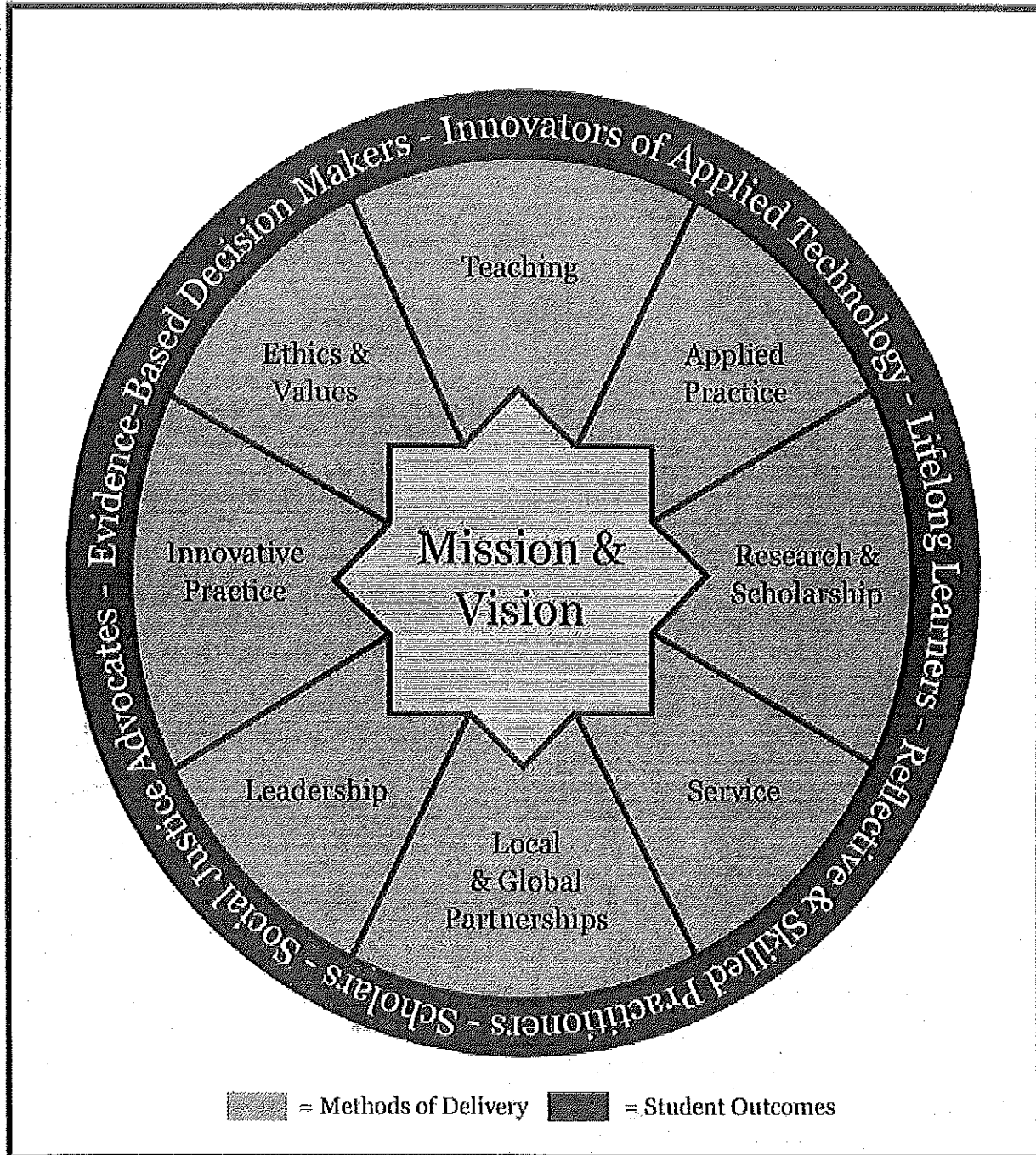
*Mission, Vision, & Conceptual Framework:*

*Methods of Delivery: Applied Practice, Ethics and Values*

*Outcomes: Life Long Learners, Social Justice Advocates, Reflective and Skilled Practitioners*

The Office of Candidate Services' staff will use the authentic assessment rubric to evaluate the quality of your statement. If it is assessed as *minimum, meets, or exceeds expectations* for the sections, it will be approved. If it is scored as *fails to meet expectations*, you will be notified and provided suggestions on how to meet expectations for your statement.

# Mission, Vision and Conceptual Framework



Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Authentic Assessment Rubric for  
Community Service Experience Reflective Statement  
B.S.Ed. Programs in Early Grades, Middle Grades, and Special Education**

Criteria	Exceeds Expectations 6	Meets Expectations 4	Minimum Expectations 2	Fails to Meet Expectations 0	Your Score
Length, Format, Style, & Structure	Essay meets minimum length and does not exceed maximum requirements, Exceptionally well-planned, well-organized and well-written.	Essay meets minimum length and does not exceed maximum requirements, consistently double-spaced, standard one-inch margins, well-organized, most paragraphs are of an appropriate length, essay is clear and focused throughout.	Essay meets minimum length and does not exceed maximum requirements, sentences are generally clear, but may have awkward structure, multiple paragraphs are too lengthy or too brief & therefore, difficult to understand.	Essay is less than minimum length, or margins are over one inch, lacks organization	
The Organization	Description of organization is comprehensive and provides a detailed example of the interrelationship of the organization and community that produces a positive impact to the organization's effectiveness.	Description of organization is multifaceted and provides an example of the partnership between the organization and community that produces a positive impact to the organization's effectiveness.	Description of organization suffices to address the prompts but lacks more than a minimum awareness of the organization and its interactions with the community.	Needs to develop a description of the organization that clearly addresses the prompts in a thorough and positive manner.	
Showing Initiative	Description of initiative reveals superior evidence characteristic of a highly supportive and collaborative candidate such as advancing knowledge, problem solving or innovative practice.	Description of initiative shows evidence of advancing knowledge, problem solving, or innovative practice.	Description of work undertaken demonstrates consideration of the usefulness and potential impact of the work. May need to demonstrate understanding of the distinction between "doing work" and "taking initiative."	Needs to develop a description of the work undertaken that clearly addresses the prompt with evidence of relevance of work to the organization and community.	
Professional Growth and Lifelong Learning	Description of professional growth and orientation towards future work demonstrates a seamless and comprehensive reflection on one's professional development from the elements in the <u>CESW Mission, Vision, &amp; Conceptual Framework</u> (more than 3).	Description of professional growth and orientation towards future work is multifaceted, demonstrates reflection on one's professional development from the elements in the <u>CESW Mission, Vision, &amp; Conceptual Framework</u> (minimum of 3).	Description of professional growth and planning addresses the prompts and includes reflection on one's professional development from the elements in the <u>CESW Mission, Vision, &amp; Conceptual Framework</u> (1-2).	Needs to develop a description of professional growth and planning that addresses the prompts and provides evidence of reflection on one's professional development from the elements in the <u>CESW Mission, Vision, &amp; Conceptual Framework</u> .	



## FOR POSSIBLE SITES FOR COMMUNITY SERVICE EXPERIENCE

Please see the website:

**<https://www.wcupa.edu/education-socialWork/communityservice/>**

Please direct your questions to The Office of Candidate Services, College of Education & Social Work, located in Wayne Hall, Suite 107, 125 W. Rosedale Avenue.

### **Contact information:**

#### **First Year Students/New Transfer/Undeclared:**

Mr. Paul Whalen, Academic Coordinator

Email: [pwhalen@wcupa.edu](mailto:pwhalen@wcupa.edu)  
Telephone: 610.436.3408  
FAX: 610.436.2874

#### **Sophomores and above:**

Mrs. Judith MacDonald, Associate Director

Email: [jmacdonald@wcupa.edu](mailto:jmacdonald@wcupa.edu)  
Telephone: 610.436.0042  
FAX: 610.436.2874

Office hours: Monday through Friday, 8 am to 4:30 pm during the academic year  
Monday through Friday, 8 am to 4:00 pm during the summer

### **NOTES:**